SECRET

1 0 OCT 1968

MEMORANDUM FOR THE RECORD

SUBJECT:  Visit with the Office of Computer Services, DDS&T, RMO,

25X1A9a ███████████████████

DATE OF VISIT:  3 October 1968

PROGRAM BRIEF:  The OCS records management program is maintaining at
about the same level as reported by the last visitor.  However, since
the work done in OCS in the development of records control schedules,
there has been an increased interest in the records management program
by the Director, OCS, the Chief, Administrative Staff, and the OCS
Security Officer.  The need for an OCS Registry remains, but at least
a centralized mail pick-up and delivery point has been established in
the executive office of the Director, OCS.  The OCS/RMO has the
responsibility for maintaining this station.  There is no activity
as regards a registry beyond this token effort becauseof lack of slots,
etc.  However, the need is recognized and efforts will be made to
establish a registry as a mail control and distributionpoint.  The
OCS/RMO, himself, remains responsible for records management only as
a part-time function, but he does review equipment requests, forms,
and reproduction requests.  He controls the implementation of the
OCS records control schedules, and the vital materials deposit
schedules.  The records control schedule was revised recently as the
result of the undersign's assistance given OCS in the movement of
records and vital records to the Center recently.  Also, the OCS
regulations proposed by the undersigned were formally issued during
the past year.

25X1A9a
████████████████████████████
████████████████████████████
████████████████████████████

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification